

Gateway Tax Service

SMALL BUSINESS TAX ORGANIZER

Use a separate organizer for each business

Sole Proprietor / Single-member LLC General Information

Name of individual Business name (if different) EIN (if applicable)

BUSINESS INCOME

Gross receipts or sales \$
Returns and allowances \$
Other income (not included in tips above) \$

COST OF GOODS SOLD

Inventory at beginning of year \$
Purchases \$
Cost of labor \$
Materials and supplies \$
Inventory at end of year \$

BUSINESS EXPENSES

Advertising / Printing \$
Accounting / Bookkeeping \$
Bank charges / Merchant fees \$
Business licenses \$
Business meals \$
Commissions and fees \$
Contract labor* \$
Delivery / Freight / Postage \$
Dues / Subscriptions \$
Gifts \$
Insurance (other than health insurance) \$
Interest / Finance charges \$
Internet service \$
Laundry / Cleaning / Janitorial service \$
Legal and professional services \$
Office supplies \$

Outside services \$
Parking and tolls \$
Rent or lease - Car, machinery, equipment \$
Rent or lease - Other business property \$
Repairs and maintenance \$
Start-up costs (first year of business) \$
Supplies (not included in inventory costs) \$
Taxes - local \$
Taxes - payroll \$
Taxes - state \$
Telephone \$
Travel \$
Tools / Equipment (under \$500 each) \$
Uniforms \$
Utilities \$
Wages* \$

*Provide copies of Form W-3, Form 940, Form 941, Form 1096, Form 1099-MISC, and any state tax forms filed.

OTHER BUSINESS EXPENSES - List out the type and expense amount

\$ \$
\$ \$
\$ \$
\$ \$
\$ \$
\$ \$

NEW EQUIPMENT PURCHASES

Enter information for depreciable assets purchased that have a useful life greater than one year.

Asset	Date purchased	New or used?	Date in service	Cost
				\$
				\$
				\$
				\$
				\$
				\$

Gateway Tax Service

SMALL BUSINESS TAX ORGANIZER - PAGE 2

Car Expenses (Vehicle 1)

Make and Model _____ Date car placed in service _____

Car available for personal use during off-duty hours?	YES	NO		
Do you (or your spouse) have any other cars for personal use?	YES	NO	Cost of trade-in	\$
Did you trade in your car this year?	YES	NO	Trade-in value	\$
Do you have any evidence?	YES	NO		
Is your evidence written?	YES	NO		

Mileage

Beginning of year odometer _____
End of year odometer _____
Business mileage _____
Commuting mileage _____
Other mileage _____

Actual Expenses

Gas / oil _____ \$
Insurance _____ \$
Parking fees / tolls _____ \$
Registration / fees _____ \$
Repairs _____ \$

Car Expenses (Vehicle 2)

Make and Model _____ Date car placed in service _____

Car available for personal use during off-duty hours?	YES	NO		
Do you (or your spouse) have any other cars for personal use?	YES	NO	Cost of trade-in	\$
Did you trade in your car this year?	YES	NO	Trade-in value	\$
Do you have any evidence?	YES	NO		
Is your evidence written?	YES	NO		

Mileage

Beginning of year odometer _____
End of year odometer _____
Business mileage _____
Commuting mileage _____
Other mileage _____

Actual Expenses

Gas / oil _____ \$
Insurance _____ \$
Parking fees / tolls _____ \$
Registration / fees _____ \$
Repairs _____ \$

EQUIPMENT SOLD OR DISPOSED OF DURING YEAR

Disposition of Property - Enter information for assets sold, traded, or disposed of during the year.

Asset	Date out of service	Date sold	Selling price / FMV	Trade-in?
			\$	
			\$	
			\$	
			\$	

BUSINESS USE OF THE HOME

Area of home must be exclusively used for business except for storage or day care.

Business use area (sq ft)	Total area of home (sq ft)	Hours used for day care
		8784 annual hours

Enter below only the expenses paid during the period the home was used for business. Direct expenses benefit only the business use portion of the home. This includes painting or repairs exclusive to the business area. Indirect expenses are for keeping up and running the entire home, such as mortgage interest and property taxes.

	Direct	Indirect		Direct	Indirect
Mortgage interest	\$	\$	Repairs and maintenance	\$	\$
Property taxes	\$	\$	Utilities	\$	\$
Insurance	\$	\$	Other	\$	\$

Depreciation of the Home

Lower of cost or fair market value of home	\$	Improvements?	YES	NO
Value of land	\$	Casualty losses in 2018?	YES	NO